

Jefferson County Position Description

Name:		Department:	Clerk of Courts	
Position Title:	Judicial Assistant	Pay Grade:	4	FLSA: Non-exempt
Date:	January 2014	Reports To:	Circuit Court Judge	

Purpose of Position

The purpose of this position is to provide administrative and general support to Judges and other court-related personnel.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages scheduling the calendar within required deadlines for hearings, trials, conferences, appointments for the Judges and Court Commissioners, as well as scheduling for video conferencing.
- Prepares court proceedings notices and distributes to parties involved.
- Updates computer files regarding proceedings dates, involved parties and relevant information such as address, attorney representation, etc.
- Monitors cases for dismissal or the need to schedule a hearing.
- Routes various pleadings, letters and other document to the Judges with appropriate files and carries out the next course of action after the Judge's review.
- Provides excellent customer service by receiving and screening telephone calls, answering questions and providing information on procedures, and screening and routing visitors to the appropriate destination.
- Drafts documents and correspondence such as opinions, decisions, reports, dispositions, memoranda, agendas and orders, relating to routine matters for judges' signatures.
- Prepares and maintains a variety of documents, reports and files, such as jury instructions for trials, documents for wedding ceremonies, Security Committee minutes.
- Adheres to and promotes safety as a priority in the workplace.
- Maintains dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as may be assigned or may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Processes daily in-coming and out-going mail.
- Updates legal reference materials and library.
- Conducts the Victim Impact Panel when a judge is not available.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with 1 – 2 years advanced vocational/technical training in a related field and 3 – 5 years legal secretarial experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Paralegal degree and knowledge of Circuit Court operations preferred.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date